

CLE FAQs



How many CLE credit hours do TN attorneys have to complete each year?

Each attorney must complete a total of fifteen (15) hours of CLE, which must consist of no less than twelve (12) General hours and three (3) Ethics/Professionalism hours (or Dual hours) per year. A minimum of seven (7) live hours must be earned. A maximum of eight (8) hours can be earned online in any compliance year can count toward your compliance for that year. Additional online hours earned in a compliance year, up to eight (8) hours, will carry forward to the next compliance year. See Rule 21 §3.01.

How many CLE credit hours can I carry over to the next year?

Up to one full year's worth of both General (12 hours) and Ethics & Professionalism (3 hours) can be carried forward to the next compliance year. You will carry forward up to eight online credits if you earn more than eight (8) online credits in a compliance year. You can only carry forward one year's worth of credit. See Rule 21, Section 4.02(c).

How many credit hours can I receive for doing, rather than by attending?

Tennessee pioneered credit for pro bono service. You will receive one (1) hour of Ethics/Professionalism (Not Dual) credit for each five (5) billable hours of approved pro-bono legal representation provided through court appointment, an organized bar association program or legal services organization. (Rule 21, Section 4.08c.) You can receive CLE credit for published writing (4.08b), service as a bar examiner (4.05), service on the Board of Professional Responsibility (4.06), or by passing a bar examination or specialty certification examination (4.06), service on a state or national governmental committee involved in formal sessions for review of proposed legislation, rules or regulations can earn up to one-half of the annual requirement. See Rule 21 §4.07(a). All these hours go toward your annual seven (7) live hour requirement.

How do I find out how many continuing legal education credits I've earned through the KBA?

You must login to the members-only section of the KBA website and view your "my KBA Profile". Select "My CLE History" to review all the KBA CLE courses you have taken.

Does the KBA submit the CLE credit for attorneys or am I responsible for submitting my own credit?

The KBA will submit any CLE credits earned from a KBA-sponsored CLE program directly to the TN CLE Commission within 30 days of the when the course (live or online) is taken.

What are the CLE requirements for Newly Licensed Attorneys (the year they pass the bar)?

- **Passed the February Tennessee Bar Exam** - You have a CLE obligation the year you pass the February Bar Exam but the Commission on CLE will award you the required fifteen (15) hours of CLE credit to fulfill that CLE obligation. If you were not sworn in prior to September 1, then you should contact the Commission on CLE. See Rule 21 §4.06.
- **Passed the July Tennessee Bar Exam** - Because you did/will not receive your results until October, you do not have a CLE obligation the year you passed the July Tennessee Bar Exam. You will receive your fifteen (15) hours of CLE credit the year following your passage of the bar exam regardless of when you are sworn in. See Rule 21 §4.06.

What is the age limit when CLE requirements are no longer required for Attorneys?

The AGE exemption is not automatic. It must be requested. An attorney born in 1949 or earlier is eligible to claim the Age Exemption by filing a request with the CLE Commission. An attorney born in 1950 or later is eligible to claim the age exemption the year after the year in which the attorney turns 70 years of age. An attorney shall submit a written request for age exempt status to the Commission listing their Board of professional Responsibility number. and requesting the age exemption. Rule 21 § 2.03(c)

How can I get more information about TN CLE requirements and to view my current CLE credit status report?

Contact the Tennessee Commission on CLE at (615) 741-3096 or at www.cletn.com. It is very easy to log in using your BPR number to get a current list of your CLE hours.

Can I receive CME credit for CLE programs offered by the KBA?

The KBA will submit CME credits for programs that have been approved for CME credit by the Administrative Office of the Courts. The CLE programs offering CME credit will cover topics based on Mediation and courses on general and ethics CME credit are typically available. In addition, non-attorney mediators are welcome to attend KBA-sponsored CLE/CME programs.

How many online CLE courses can I take?

Distance learning credit (online) is limited to (8) hours per year. The KBA CLE catalog currently has numerous online CLE programs that have been recorded from our "live" seminars held in the past year. In addition, you will find some additional CLE programs, typically on topics that are more specialized, that have been recorded just for the purposes of an original online CLE program. All of the online video CLE programs are high quality and require no special programs or software. General and Dual credits are available.

How do I register for an upcoming live KBA CLE program?

Registration for any live program can be completed by phone, mail, or deliver payment to the KBA office. You may also pay online at the KBA website. If you choose to register online through the "CLE Options", you will pre-pay using American Express, MasterCard or Visa. Reservations will not be recorded until payment is received.

How do I take an online CLE program?

Once you have purchased the online program via the KBA Website, you will receive a confirmation e-mail that will contain a link to the video program and instructions on how to complete the online certificate. You do not have to watch the online program the same day or at the time you purchase the online program. You can save the confirmation e-mail and come back to view the program at your convenience. However, you will not receive CLE credit for the online program until you have completed the online CLE attendance form. The registration process is the same for online program as it is for an onsite program; the only difference is you will receive links to the online program in your confirmation e-mail.

How do I know that my registration order was received?

All registrants should receive a confirmation of their order via e-mail. If you have any doubt that your registration was received, please contact the KBA office at (865) 522-6522 or e-mail CLE & Sections Coordinator Tammy Sharpe at tsharpe@knoxbar.org.

Do I have to have a registration form to get signed up for a CLE program?

No. You may register and pre-pay online using American Express, MasterCard or Visa or send in your check along with a note that indicates the title and date of the CLE program and your name and BPR number.

What if I decide to attend a seminar at the last minute?

The KBA permits walk-in registrations at all CLE programs if room is available. Individuals paying the day of the program will be charged an additional fee of five dollars.

What if I register for a seminar and find out that I cannot attend?

A refund will be issued if notice is given to the KBA office within 48 hours before the program. If you are not able to attend, you may call and substitute another person for your registration fee. If that person is not a KBA member, the difference between the member and non-member rate will be charged. If you miss the refund deadline and cannot find a substitution for your registration, then you can request a copy of the handout materials.

Can I transfer my registration to another CLE program if my schedule changes and I am unable to attend?

If you notify the KBA office more than 48 hours before the scheduled CLE program, we would be happy to transfer your registration to another KBA-sponsored CLE program. If notice is provided less than 48 hours before the program, you may substitute another attendee but not transfer the registration fee to another program.

What if I have special needs when attending a seminar?

If you have any specific dietary concerns or special accommodations are required, please contact the KBA office at (865) 522-6522 or e-mail tsharpe@knoxbar.org. Please provide the KBA Office with at least 48 hour's notice to make special accommodations. Also, please make the request directly to the KBA Office instead of contacting the venue directly. This will eliminate any confusion on the day of the program (and any unnecessary charges).

How will I know if a program has been canceled or if the venue location has changed?

A KBA staff member will contact you via phone or e-mail about the cancellation or location change.

What is the format for a Lunch & Learn?

A buffet style lunch is offered from 11:45 a.m. – 12:00 p.m. and the CLE program is presented from 12:00 p.m. – 1:00 p.m. Open seating only – reserved seating is not available. If you have any specific dietary concerns or special accommodations are required, please provide the KBA Office with at least 48 hour's notice to make special accommodations.

Do KBA Members receive a discount on CLE registrations?

Yes. The KBA charges a member and non-member rate for all registrations fees. The member rate is one of the many benefits we provide to our members. It pays to be a KBA member when it comes to the discount you receive.

Can I attend CLE programs at no charge if I do not need CLE credit?

You can attend one hour "Section" CLE programs at no charge if no CLE credit is required. The handout materials will not be provided and we ask that you make a reservation in advance of the program so that we know how many members to anticipate in attendance.

Does the KBA offer a discount rate for CLE Programs for Law Students?

Yes. The KBA offers a Law Student KBA member rate. In order to receive the law student rate you must be a current KBA member.

Can I register one of my staff or bring a guest to a CLE program?

Yes. The KBA encourages members to invite guests and bring their staff to KBA-sponsored CLE programs. The fee for non-attorney guests is the same as the member rate if they are accompanied by a current KBA Member.

Can I register an attorney who is not a current KBA member for a CLE program?

Yes. The KBA offers a non-member rate for attorneys who are not current members of the KBA.

How do I become involved as a presenter at a future KBA CLE program?

If you have a CLE program or topic that you would be interested in offering as an online or live CLE program, please contact Tammy Sharpe, CLE & Sections Coordinator, at tsharpe@knoxbar.org or at (865) 522-6522. The program proposal will be submitted to the CLE Committee for their consideration.

For any other questions not listed?

E-mail Tammy Sharpe, CLE & Sections Coordinator, at tsharpe@knoxbar.org or call (865) 522-6522.